

DELAWARE TRANSIT CORPORATION

POSTING NO. 134-2020

POSITION VACANCY POSTING

DATE OF POSTING May 19, 2020

CLOSING DATE May 27, 2020

CURRENT EMPLOYEES ONLY

METHOD OF APPLICATION: **BID FORM**

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **May 27, 2020**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 570 JOB CODE #: _____

POSITION TITLE Fixed Route Operator – Full-Time

PAY GRADE _____ PAY RATE \$17.69 PAY RANGE _____
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Kent County DEPARTMENT Transportation
SECTION Operations

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR X 8DR 32 N/C _____

SCHEDULED HOURS Varied SCHEDULED DAYS Varied

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SUMMARY OF POSITION:

The Fixed Route Operator operates buses and other vehicles in regular and irregular route operations, assisting passengers (including those who utilize wheelchairs and other mobility devices), collecting fares, issuing transfers, completing vehicle defect cards, completing accidents reports and having full knowledge of transit system routes, schedules, procedures and regulations.

JOB DESCRIPTION: AVAILABLE ON-LINE AT **www.dartfirststate.com**

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EQUAL OPPORTUNITY EMPLOYER

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

JOB APPLICATIONS ARE AVAILABLE ON-LINE AT: www.dartfirststate.com

Local 842, ATU

DELAWARE TRANSIT CORPORATION

POSITION TITLE: Bus Operator

NATURE OF WORK
PERFORMED:

Operation of a bus on a fixed route system within the greater Dover area. Maintain necessary logs and records. Assist customers as needed. Maintain upkeep of vehicle.

RESPONSIBLE TO: Chief Transportation Supervisor

**MINIMUM EDUCATION
AND/OR EXPERIENCE
QUALIFICATIONS:**

High school graduate or equivalent. Must possess a valid Delaware Commercial Driver's License with Passenger and Airbrake Endorsements, and have no more than five (5) violation points on record to qualify for hiring. Minimum of 21 years of age. Preferred one year of experience driving a commercial vehicle and excellent customer service experience.

Physical exertion including, but not limited to, bending, twisting and stretching is required to assist customers. Must be able to pass a DOT physical examination and FTA-mandated drug screen prior to first day of employment.

Must have knowledge of geography of the county of assignment. Must satisfactorily complete a defined training program.

SPECIFIC
RESPONSIBILITIES

1. Perform an inventory and visual inspection of assigned vehicle, documenting results on the Daily Maintenance Sheet.
2. Follow instructions issued by supervisors and appropriate management personnel.
3. Operate vehicle in a safe and smooth manner, complying with all motor vehicle and transit local, State, and Federal regulations.
4. Report for work on time, in full regulation uniform, with proper equipment to perform the duties of the position.
5. Assist customers in wheelchairs onto lift, secure on lift with appropriate restraint system, operate lift to transfer customer into vehicle, secure wheelchair inside vehicle with appropriate restraint system.
6. Operators must utilize the seat belt at all times while the vehicle is in motion.
7. Observe and advise customers of proper safety procedures during transportation.
8. Maintain radio contact with Service Supervisor at all times while in service.
9. Use recognized "10 Code" in all radio transmissions.

Bus Operator (Continued)

10. Respond to customers' need during any critical or emergency situation.
11. Offer assistance to customers as required.
12. Submit written reports of incidents and/or accidents in a timely manner, with full and complete information.
13. Maintain proper communications during emergency situations.
14. Communicate delays, detours or other appropriate information to supervisory personnel in a timely fashion.
15. Maintain neat and legible logs and records. Complete and submit full log reports.
16. Collect fares and enter data in the farebox system in accordance with transit system regulations.
17. Keep interior of vehicle clean at all times.
18. Maintain courteous and professional attitude toward customers, fellow workers, and supervisory personnel, and the public at all times.
19. Perform other duties as related to functional areas of responsibility as assigned.